

For completion by the parent or guardian  
of a student under 18

Name

Address (if different from student's address overleaf)

Postcode

Tel (day)

E-mail

Relationship to student

Please print the name of the responsible adult(s) who will supervise  
the student throughout the time of the course

I confirm that the person(s) named above will be fully responsible  
for the student named overleaf, and that I have read and understood  
the conditions which apply to the acceptance of those under 18.

Signed

**IMPORTANT NOTE.** Under-18s must not be under the  
supervision of another course member. With this  
proviso, no charge (other than the cost of evening  
meals if taken at Sundial Court) is made for  
accompanying adults supervising a student under 18,  
provided that they attend in a supervisory capacity  
only and do not seek directly to benefit from the  
opportunities offered by the course.



Royal College of Organists  
PO Box 56357, London SE16 7XL  
tel: 05600 767208; e-mail: [courses@rco.org.uk](mailto:courses@rco.org.uk)

## Terms and Conditions applying to the RCO St Giles Summer Course for Organists

1. All fees are as stated and are payable in pounds sterling.
2. Fees are subject to change only in the event of circumstances beyond the control of the course organisers, including changes in taxation and exceptional surcharges imposed by suppliers.
3. If a tutor or lecturer is absent, the organisers will provide a suitable replacement.
4. The organisers reserve the right to alter other features of the course, including venues and facilities.
5. The organisers reserve the right to refuse an application without stating the reason.
6. No less than one month's notice will be given should the organisers be forced to cancel the course. In the case of cancellation by the organisers, fees paid will be refunded in full. Please note that the organisers cannot take responsibility for other costs incurred by applicants (for this reason, we strongly recommend that you take out travel insurance).
7. Deposits are non-refundable (except in the event of a course cancellation), and cover administration costs.
8. Applicants will be advised of the date on which the balance of the fee becomes due. After this date, the organisers reserve the right to re-allocate any places for which the fee has not been paid in full.
9. In the event of cancellation by the applicant, a refund of fees (excluding the deposit; see note 7) will be allowed as follows:

Notification received	% refund of fees
up to and including 31 May 2010	100%
between 1 and 30 June 2010	50%
on or after 1 July 2010	Nil
10. If you have special dietary requirements, please specify.
11. Anyone with a disability is strongly advised to consult the course organisers before booking as certain disabilities might make it difficult for students fully to participate.
12. Applications for this course are accepted from under-18s provided that they are under the direct supervision of a responsible adult at all times.
13. Applicants are responsible for arranging and paying for their own accommodation, and the organisers cannot take any responsibility for the quality and suitability of this.
14. Pets are not allowed. It may be possible to accommodate assistance dogs if advised in advance.
15. Photographs may be taken during the course and used for the purposes of marketing and publicity.

The Royal College of Organists



Registered Charity No. 312847



# Monday to Saturday 2–7 August 2010 in the City of London

A course for organists  
of all levels and abilities  
personally tailored to your  
own requirements

Course Director

**Anne Marsden Thomas**

with tutors from

St Giles International Organ School

[www.organschool.com](http://www.organschool.com)

*'The most enjoyable course of any type I have ever been on!'*

*'Excellent course in terms of options and choices.'*

*'Tutors were inspiring, very patient and full of ideas.'*

*'Seamless integration of people of different ages, experience and potential.'*

# The RCO St Giles Summer Course

Monday 2 to Saturday 7 August 2010  
in the City of London

## About the course

This 6-day course, based in the heart of the historic City of London, is centred on the church of St Giles, Cripplegate EC2 with its three pipe organs. The course caters for organists of all levels and abilities, allowing you to progress at your own pace, concentrate on the things which are important to you, and learn from those around you. It offers

- 7 levels of study from beginner to advanced
- a range of up to 20 pipe organs for tuition, concerts and private practice
- over 70 events from which to choose
- your own individually tailored timetable
- expert teaching from tutors of St Giles International Organ School
- performance opportunities for all participants

When we receive your completed booking form and deposit we will send you all the preliminary paperwork. As well as a General Information booklet, and list of accommodation options, this will include

- the general timetable
- an individual timetable request form (to be returned)
- the repertoire list
- details of the various class options available

Please read all documents carefully before completing your individual timetable request, even if you are a returning student. This will ensure that we allocate you to the correct classes for your ability.

## Accommodation

Residential accommodation is not provided, and students are responsible for their own arrangements. A list of options will be sent, but we have provisionally reserved places at Sundial Court, six minutes' walk from St Giles, for students to book themselves at the rate of £34.50 per person per night (B & B). E-mail [sundial@gsmid.ac.uk](mailto:sundial@gsmid.ac.uk) to secure your place (if you don't have e-mail, write to the Bookings Manager, Sundial Court, 38-42 Chiswell St, London EC1Y 4SB). Be sure to quote 'RCO/St Giles course' as the reference in either case. Sundial Court will send you a credit card form for completion **which must be returned before 30 April**; only when you return this with payment will your booking be confirmed.

The Royal College of Organists is a registered charity no. 312347

## Evening meals

*(Students from previous years please read carefully.)*

There are two options, A or B, for evening meals. Students selecting **Option A** pay fees which include the cost of evening meals, and these students eat, as in previous years, with the rest of the group at Sundial Court. *Any student who is not familiar with the Barbican is strongly encouraged to choose this option.*

Students who prefer to make their own arrangements for dinner may choose **Option B** and pay reduced course fees. However, please remember that a communal meal contributes to group interaction, which is an important part of this course.

## Fees

Discounts are available for RCO Members and students of St Giles International Organ School (we regret it is not possible to offer double discounts to anyone who qualifies under both headings). A further reduction is offered to applicants whose booking form and deposit are received on or before 28 February 2010. See above for explanation of Options A and B.

<i>All fees are inclusive of VAT at 17.5%</i>	Option A	Option B
<b>Bookings received by 28 February</b>	<b>£475.00</b>	<b>£425.00</b>
<b>As above with RCO/St Giles' discount</b>	<b>£450.00</b>	<b>£400.00</b>
<b>Bookings received from 1 March</b>	<b>£500.00</b>	<b>£450.00</b>
<b>As above with RCO/St Giles' discount</b>	<b>£475.00</b>	<b>£425.00</b>

To secure your place on the course, complete the booking form opposite and return it, with a minimum deposit of £50, to the College Bookings address at the top of the form. If you prefer, you may pay in full immediately (this will in no way affect your entitlement to any refund: see *Terms & Conditions* overleaf). Sterling cheques should be payable to **The Royal College of Organists**, or we can charge the amount to your credit card. For those who do not pay in full at the outset, the balance is payable no later than 31 May 2010.

**NB: in the event of postal services being disrupted, please contact the College for alternative methods of booking.**

Bookings may be accepted after 31 May 2010, but the full fees will be payable immediately.

## Under eighteens

This course is structured with adult students in mind. Under 18s often join us and are always welcome, but must at all times be under the supervision of the adult(s) nominated overleaf. A parent/guardian of a student under 18 should tick the box at the foot of the booking form, and complete the additional information on the reverse.

Booking form: RCO St Giles Summer Course  
Return to RCO Bookings  
PO Box 7328, New Milton, Hampshire BH25 9DU  
with the appropriate deposit  
Telephone 05600 197563 Fax 020 7023 4822

Name of student	
Address	
Postcode	
E-mail	
Tel (day)	Tel (eve)
Any special dietary requirements	
Booking category (read the information to the left about evening meals, and tick one of the following eight boxes)	
Bookings received by 28 February	£475 (A) <input type="checkbox"/> £425 (B) <input type="checkbox"/>
As above with RCO/St Giles' discount	£450 (A) <input type="checkbox"/> £400 (B) <input type="checkbox"/>
Bookings received from 1 March	£500 (A) <input type="checkbox"/> £450 (B) <input type="checkbox"/>
As above with RCO/St Giles discount	£475 (A) <input type="checkbox"/> £425 (B) <input type="checkbox"/>
Deposit enclosed (minimum £50) £	
Enclose a cheque payable to the Royal College of Organists, or give card details below (do NOT give card details if faxing)	
Card no.	
Issue date/number	Expiry date
Security no.	
Signature	
Cardholder's name/address (if different from above)	
Postcode	
Students under 18 are welcome to attend this course, but must be supervised at all times by the adult(s) nominated overleaf. If the student will be under 18 on the first day of the course please tick this box and fill in the additional information on the reverse of this form. <input type="checkbox"/>	